

Browning Public Schools  
**Board Agenda Request**  
Meeting to Be Held 8/13/2019



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**Recognition:**     Students                       Staff                       Parents  
**Information:**    Building Report             Old Business             Superintendent's Report  
**Action:**         Resignation                       Hiring                       Contract Service Agreements  
                     Travel Out-of-State             Travel In State             Approvals  
                     Termination                       Legal Matters             Other:  
                    This action request pertains to  Elementary (only)     High School/District Wide

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**Date:**        8/7/2019

**To:**            Corrina Guardipee-Hall  
                    Superintendent of Schools

**From:**        John E Salois  
**Title:**        Human Resource Director

**Subject: Contract Service Agreements for the Substitute Workshops 2019-2020**

**Description:** Contract Service Agreements for Colleen Wilson to conduct 1 Substitute Teaching workshop Four (4) times throughout the school year beginning August 28, 2019 and facilitate future trainings sub workshops to be used throughout the school year. Colleen Wilson X 2 hours a month X 4 times for the year consisting of preparing, presenting, recording, editing, and finalizing of workshops.

**Financial Impact: Maximum of \$168.00**

**Funding Source (Budget/grant, etc.):** HR 25% 226-90-160-2316-150 / 75% 126-90-160-2316-150

**Attachment(s):** CSA

**Approval:** Superintendent's Office/Finance/Personnel as applicable (Initial) \_\_\_\_\_

**Comments:** \_\_\_\_\_

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**Board Action:**    N/A (Info)     Approved     Denied     Tabled to: \_\_\_\_\_

Browning Public Schools  
**CONTRACT SERVICE AGREEMENT**  
(406) 338-2715 • (406) 338-3200

**Date:** 8/13/19

**Board Approval:** \_\_\_\_\_

**Contractor:** Colleen Wilson

**Phone:** \_\_\_\_\_

**Address:** \_\_\_\_\_  
P.O. Box or Street Address                      City                      State                      Zip

**Type of Project/Service** (be specific): Contractor will provide the preparation, presenting, editing, and finalizing of (1) Substitute Teaching workshops from August 28 through March 13, 2019 to utilize the throughout the school year for potential classroom substitutes. Contractors will submit a time sheet to the Human Resources Director.

**Contracted Dates:** 8/28/2019 through 3/25/2020

Rate per hour/per day: \$21.00 Per hr. X 8 hours = \$168.00

Per Diem/per day: \_\_\_\_\_ x \_\_\_\_\_ # of Days = N/A

Mileage: \_\_\_\_\_ miles @ \_\_\_\_\_ per mile = N/A

Other costs (explain): Not to exceed total \$ amount = N/A

**Total Project Cost** = \$168.00

**Contract to be paid from:**

25% 226-90-160-2316-150

75% 126-90-160-2316-150

**Independent Contractor:**

Submit invoice on completion

Other \_\_\_\_\_

Employee:

Submit timesheet through payroll

The above terms and conditions constitute an agreement by and between the contractor and the Browning Public Schools for the contractor to render services, as indicated. In the event of non-completion of services or other unforeseen problems, this agreement shall be changed accordingly.

\_\_\_\_\_  
**Contractor's Signature**

\_\_\_\_\_  
**Principal/Supervisor**

\_\_\_\_\_  
**SSN/Federal ID Number/EIN**

\_\_\_\_\_  
**Superintendent**

An Independent Contractor must provide Browning Public Schools with a Federal ID Number, State Contractor License or sign an Independent Contractor's Exemption Application Affidavit waiving their rights under the Worker's Compensation Insurance and Unemployment Insurance for employees.

**White – Contractor**

**Yellow – Business Office**